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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 23 December 1954

FROM : Chief, Records Management Division

SUBJECT: Records Management Survey of the Office of the General Counsel

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1. A records management survey of the records of this office was started by [REDACTED] and his report forwarded to the General Counsel for approval and concurrence. After submission of this report, [REDACTED] was taken ill and [REDACTED] was assigned the task of following up on the project.

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2. The Records Control Schedule covered both record and nonrecord material amounting to 568 linear feet. It is estimated that 9% of the total accumulations are of temporary value. The permanent material amounts to 7%. The remaining 84% consists of library material, part of which is the property of the office personnel.

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3. In addition to the disposition plan, a file plan for the office subject file was recommended and approved. [REDACTED] assisted in setting up the file and also trained personnel in its use. A Regulatory Index File was also established for selected legal opinions and decisions.

4. The report as a whole was accepted, and the office expressed its appreciation for the assistance rendered by members of the staff.

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Document No. 002NO CHANGE in Class. ☐☒ DECLASSIFIED

Class. CHANGED TO: TS S C

DPA Memo, 4 Apr 77

Auth: DPA REG. 77/1763

Date: 22/3/78 By: 022

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Approved For Release 2001/11/08 : CIA-RDP57-00042A000200050001-2		PROJECT NUMBER 4-78
COMPLETION REPORT ON MANAGEMENT PROJECT BY O&M SERVICE		TYPE OF PROJECT <input checked="" type="checkbox"/> Survey <input checked="" type="checkbox"/> System <input type="checkbox"/> Specific Problem
ORGANIZATIONAL COMPONENT REQUESTING SERVICES Office of the General Counsel		DATE OF REQUEST
BRIEF DESCRIPTION OF PROJECT To develop and activate a plan for the maintenance and disposition of legal records.		
IMMEDIATE RESULTS ACCOMPLISHED The records of the office were surveyed, records control schedule was prepared, submitted and approved. Developed and installed a file plan for the office and trained personnel in its use. The survey covered 568 linear feet of material of which 53 feet are temporary, 38 feet permanent and 477 feet library material. The filing equipment used consists of 13 4-drawer safe type cabinets; the library material is either on shelves or in bookcases. The effective application of the schedule will provide for the destruction of approximately 7 feet of material within 2 years. Continuing disposals on a 2 year basis will amount to an estimated 9 feet. As a result of these disposals, no additional filing equipment is foreseen in the future.		
RECOMMENDED FUTURE ACTION Review records control schedule annually and make any necessary adjustments. Occasional visits will be made to furnish assistance or advice on any records problems.		
ASST. MGT. OFFICER		DATE STARTED 1 January 1954
DATE COMPLETED 20 December 1954		DATE OF NOTIFICATION OF COMPLETION TO ORGANIZATIONAL COMPONENT
MAN DAYS REQUIRED Analyst 116	Clerical	Total
Approved For Release 2001/11/08 : CIA-RDP57-00042A000200050001-2		

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